



## CAREER OPPORTUNITY

# Human Resources Manager

### **OUR MISSION...** *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

#### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** Human Resources

**Hiring Salary:** 65,000 – 75,000 Salary commensurate with experience

**Location:** Atlanta, GA

**Opens:** February 9, 2022

**Closes:** February 23, 2022

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

#### **TO APPLY:**

Email **resume** in Microsoft Word or PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email:

**Human Resources Manager**



Our goal is to be a diverse workforce that is representative of the citizens we serve. GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

#### Position Overview

**GBA Overview:** In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 3% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and child care flexible spending accounts.

**Position Description:** Under general to limited supervision, the Human Resources Manager is responsible for supervising, overseeing, and managing the day-to-day operational functions of Human Resources for the Georgia Building Authority (GBA), the Georgia State Financing & Investment Commission (GSFIC), and the State Properties Commission (SPC). Responsible for the administration and management of talent acquisition, payroll, benefits, timekeeping, leave, and training functions. The Human Resources Manager also performs other job-related duties as assigned.

**Minimum Qualifications:** Bachelor's degree from an accredited college or university in human resources management or business administration/management **AND** four (4) years of professional level human resource experience that provides hands-on working knowledge across multiple human resource functions; **OR** Eight (8) years of professional level human resources experience that provides a hands-on working knowledge across multiple human resource functions.

**Preferred Qualifications:** Preference will be given to applicants, who in addition to meeting the minimum qualifications, possess one (1) or more of the following: SPHR/SHRM-SCP certification. Master's degree in human resources or a closely related field. Four (4) or more years' experience in public sector human resources. Experience with the State of Georgia PeopleSoft/TeamWorks HRMS.

**Competencies:** Knowledge of all aspects of the human resources function, ability to solve and manage personnel related conflicts within the organization, effective oral and written communication skills, demonstrates effective listening skills, ability to adapt to a changing environment and to be flexible, anticipates challenges and takes initiative to learn new skills, maintains confidentiality, provides superior customer service to a diverse customer group, respectful and considerate and works effectively within a diverse workforce.

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gba.ga.gov](http://www.gba.ga.gov) for additional GBA career opportunities.